SANDWELL COLLEGE
A CAREERS COLLEGE
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JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	**Lecturer in Computing**
Responsible To:	**Head of Section**
Department:	**Computing**
Salary Grade:	**Qualified Lecturers Grade**

JOB ROLE

Be responsible for the development and delivery of courses.

Undertake a teaching load, which is in line with agreed contract.

Contribute to the process of continuous improvement in the quality of teaching, learning and assessment.

Work towards successful outcomes for students and a positive overall experience at Sandwell College.

The post may involve working with external agencies, college partners, local businesses and employers to contribute to meeting the diverse needs of learners.

KEY DUTIES

No	Description of Duties
1	Use Information Learning Technology (ILT) in the development of learning and assessment materials, and use multimedia learning resources in the delivery of the learning experience
2	Support the expansion and development of the provision
3	Assist in the development of effective support systems for students
4	Deliver specific programmes in line with the area's curriculum plan
5	Participate in curriculum development and planning
6	Maintain appropriate records for both academic and administrative purposes

7	Carry out administrative duties in accordance with procedures specified in the relevant Quality Assurance Manual
8	Carry out general academic duties in accordance with the general policy framework of the college
9	Take responsibility for courses and course tutorship
10	Assume joint responsibility within course teams for the quality of course delivery
11	Undertake appropriate in-service training when required to do so
12	Ensure effective communication takes place with management, staff, students, customers and clients
13	Ensure a high level of confidentiality at all times
14	Support fully at all times the colleges aim and objectives
15	Have an agreed teaching load to teach groups of students in one or more of the core programme areas
16	Identify and develop materials suitable for support purposes

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures

- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

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PERSON SPECIFICATION

Job Title: Lecturer in Computing

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1.	**Qualifications**		
1.1	A degree and/or appropriate professional qualification relevant to the department	✓	
1.2	Certificate in Education or Level 5 Teaching Qualification	✓	
2.	**Experience**		
2.1	Evidence of excellent teaching and learning practice	✓	
2.2	Experience of innovative curriculum development in response to learners needs		✓
2.3	Experience of delivering BTEC qualifications, including next generation		✓
2.4	Experience of internal verification and/or standards verification processes		✓
2.5	Experience of working in the Computing industry		✓
3.	**Skills/Abilities**		
3.1	Be able to work as part of a team	✓	
3.2	Be able to present information to learners and colleagues using ILT	✓	
3.3	Good organisational and administrative skills	✓	
3.4	Ability to work under pressure	✓	
3.5	Ability to inspire & motivate students	✓	
3.6	Ability to teach and assess using diverse methods which are adapted to needs of particular student groups	✓	
3.7	Be able to stretch and challenge all students to exceed their potential	✓	
3.7	Have knowledge of achievement rates and the links with inspection and funding		✓

4.	Special Requirements		
4.1	Willingness to work within a team to implement college strategic policy	✓	
4.2	Prepared to actively participate in new developments	✓	
4.2	Genuine understanding of and commitment to Equal Opportunities in practice, and sensitivity to students, staff & client needs	✓	
4.4	Understanding of Safeguarding and the PREVENT agenda, and how to apply both in practice	✓	